PERMITS AND INSPECTIONS

HOW TO APPLY FOR A BUILDING PERMIT

DO I NEED A PERMIT?

A building permit is required for any new construction, demolition, remodeling, expansion, addition or repair to a structure in the City of San Bruno.

Work requiring a permit includes (but is not limited to) additions, swimming pools, hot tubs, decks, trellises, carports, sheds greater than 120 square feet floor area, covered patios and walkways, bathroom and kitchen remodeling, termite and dry rot repairs, solar panels and most interior and exterior remodeling work.

Permits are also required for plumbing, heating and cooling, reroofing, and electrical work.

If you are in doubt as to whether a permit is required for your project, call the Community Development Department before starting the work.

WHO MAY APPLY FOR A PERMIT?

Property owners or licensed contractors may apply for a building permit. Contractors must provide a **Certificate of Workers Compensation Insurance**. Property owners doing their own work will be required to sign the Owner**-Builder Verification** stating that they are actually doing their own work and are exempt from the requirement of having Workers Compensation Insurance, or they will be required to provide a certificate of insurance.

HOW DO I APPLY FOR A PERMIT?

At the time of plans submittal, a completed fire department clearance is required for all new construction except residential habitable additions less than 500 square feet and residential non-habitable structures/additions less than 600 square feet. When submitting to the Community Development Department and Public Works Department, provide **three** complete sets of plans including energy and structural calculations and truss specifications as necessary.

HOW MUCH WILL IT COST?

Building permit fees are based on a proportion of the total estimated construction cost according to building valuation (per square foot) or contract price, including all materials and labor involved in the proposed work. A plan checking fee is assessed at 75 percent of the building permit fee. This plan checking charge must be paid upon submittal of the plans and application.

Plumbing and mechanical permit fees are based on unit prices (such as how many receptacles, sinks, fans, etc). Electrical permits for new single-family residences are based on square footage

For work done without permits, an investigation fee is charged in addition to the normal fees for such work.

PREPARATION OF RESIDENTIAL PLANS

GENERAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

All plans must include the name and address of, and be wet signed by, the architect, engineer, designer or other person preparing the plans. No marked-over or altered plans will be accepted. If revisions are necessary or additional information is required the original drawings must be corrected and resubmitted.

All drawings must be to scale. Floor plans, elevations, foundation and framing plans must be drawn to a minimum scale of 1/4" = 1'. Graph paper is only acceptable if the grid lines are easily distinguishable from the drawing lines, including in copies.

Completeness and clarity of the drawings is essential to avoid delays in issuance of your permit. Remember that the plan checker can only review your plans to the level of the information you supply. Your plans would be considered complete if you could give them to a total stranger and he or she could understand how the building will be constructed and what the finished project will look like.

ENGINEERED DESIGNS

All construction which falls outside the category of "Conventional Light-Frame Construction" as described in Section 2320 of the 1998 California Building Code must be designed by an architect or engineer with a California license. This includes, but is not limited to, truss systems, retaining walls over forty-eight inches high, foundations with piers or caissons, roofs on posts such as carports and patio covers which are freestanding or which extend more than 6' beyond the building to which they are attached, and wall bracing systems which are not described in Section 2320. Buildings with more than two stories also require engineering. Structural calculations for such designs must be submitted in two copies with the designer's stamp, signature, and license number. All design elements required by the calculations must appear on the plans as well as in the calculations. The builder or field inspector should not need to refer to the calculations to see how the structure is to be built.

INFORMATION REQUIRED ON DRAWINGS

For purposes of accuracy, clarity and efficiency in the plan review, construction and inspection processes, the following minimum plans standards are adopted as policy by the City of San Bruno, Community Development Department, Building Division.

Use this as a checklist when preparing your plans. Some items may not apply to your project but if you address all of those which do, unnecessary delays in the plan review process can be avoided. If you have questions about any of the items on this list we will be glad to discuss them with you.

Plot Plans must be provided for new buildings and for any work, which alters the footprint of an existing building. Plot plans must be drawn to a common engineers scale and must show:

- Property lines
- Lot dimensions
- Front, rear, and side setback distances to buildings
- Topographic features such as streams and drainage areas
- All existing and proposed structures on the property including all covered patios, porches, and roof overhangs
- The proposed building's exterior dimensions
- All public and private easements
- Underground gas, electric and water lines
- Proposed and existing gas and electric meter locations
- North arrow showing the compass orientation

Foundation Plans are required for all new construction. They should be drawn to 1/4" = 1' scale and must

include:

- All continuous footings with length of each segment
- Cross-section detail(s)
- Foundations for interior bearing walls
- Location of all pier footings (centers dimensioned in both directions)
- Size and depth of all pier footings
- Types of post anchors
- Holdown locations and types - include bolt specification where applicable

For wood-framed floors the following are also required:

- Sizes of girders and joists
- Spacing of girders and joists ¢ to ¢
- Spans of girders and joists
- Additional joists or blocking under interior Braced Wall Panels
- Location and size of underfloor access

For slab floors the following is also required:

- Footings or thickened slab under interior Braced Wall Panels with note on how sills will be attached

Floor Plans are required for all new construction. They should be drawn to 1/4" = 1' scale and must include:

- A separate plan for each floor level
- Descriptions and dimensions of all rooms
- Locations and descriptions of all Braced Wall Panels
- Locations and sizes of doors and windows
- Description of window types (and doors if glazed)
- Locations and sizes of skylights (indicate if openable)
- Changes of ceiling height
- Location and size of attic access opening(s)
- Required landing at exterior doors
- Plumbing fixtures and appliances
- Location and description of room heaters
- Location of heating and cooling appliances
- Method of providing combustion air for fuel-burning appliances in confined spaces
- Locations of electrical service panel, subpanels, receptacles, lights, switches, fans and smoke detectors (may need to be shown on a separate electrical plan if the floor plan is too crowded to maintain clarity)
- Header sizes for all openings in bearing walls
- For additions, adjacent existing rooms must be included
- For alterations to existing rooms, the plans must clearly show what is existing and what is new

Floor Framing Plans for the first story are normally included in the foundation plan. If the building has more than one floor level, a separate floor-framing plan must be provided for each level unless no floor is above the other at any point (split level). See the wood-framed floor section of the foundation plan requirements above.

Roof Framing Plans are required for all "stick-framed" roofs. They are also required for "stick-framed" portions of truss roofs, such as overlay (or "California") framing, porch roofs, etc. Ceiling framing may be included on the roof-framing plan if adequate clarity can be maintained. Complex structures may need separate roof and ceiling framing plans. These must include:

- Sizes of rafters and joists
- Spacing of rafters and joists ¢ to ¢
- Spans of rafters and joists
- Locations and sizes of purlins
- Location of each purlin support, showing where it is supported by a beam or bearing wall
- Location, size, grade and span of each roof or ceiling beam
- Location and size of posts supporting roof or ceiling beams

For truss roofs all of the following must be submitted:

- Truss layout
- Engineering for each truss and gable

- Gable stud bracing detail

Section Views are helpful for clarifying framing in complex buildings. Even in simple structures a "typical" section view can be very helpful. More complex buildings may require several section views.

Elevation views are required for each side of all new construction. They are usually drawn to 1/4" = 1' scale, but may be drawn to 1/8" = 1' scale if clarity is maintained. They should show:

- Approximate grade including actual slopes at the site
- Type of siding and roofing
- Windows, doors and skylights
- Architectural finish features
- Porches and decks
- Chimney extensions

Title 24 Energy Compliance Forms are required for projects creating heated or cooled space. These forms will show your method of compliance with California Energy Commission regulations for energy conservation. Basic forms are available from the Building Division and attached hereto, however compliance forms for most projects are best prepared by an experienced professional. The City is located in Climate Zone Three.

Relatively small or simple projects may not require all of the elements noted above. The goal, however, remains the same. Each plan must provide the accuracy and clarity necessary for thorough plan review, effective and efficient construction and accurate field inspection. Plans which are inadequate for these purposes may be rejected as incomplete, delaying your project.

DEPARTMENTAL CLEARANCES

Clearance is required from the impacted Unified School District for residential projects which add 500 or more square feet.

Clearances are also required from the City Planning, Fire and Engineering Departments.

REQUIRED INSPECTIONS

It is the responsibility of the permit holder to notify the Building Division prior to covering any work that needs inspection. Obviously not all of the following inspections will apply to every job. If you are uncertain as to which inspections pertain to the project you are undertaking, we urge you to check with the Building Division before covering up any work. Failure to call for a required inspection may result in your having to dismantle completed work to expose the area in question for inspection.

Foundation (forms) - After grading, forming and steel placement is completed; trenches are cleaned out; and before pouring any concrete. Embedded potions of holdown devices must be secured in place.

Ground Plumbing - All plumbing, including under slabs, must be inspected before any portion of it is covered. Drainage plumbing must be tested with a 10' head of water or 5 pounds of air on a gauge which reads maximum 10 pounds full scale and has 1/10 pound markings. Water supply piping must be tested with 50 pounds of air or working water pressure at the site. All sections of rolled copper under slabs must be subjected to the test.

Slab - After grading, forming and steel placement is completed; trenches are cleaned out; after all piping, conduit etc., has been placed and inspected; and before pouring any concrete.

Underfloor - After all joists, girders, blocking, plumbing, heat ducts (with required insulation), electrical conduits and wiring have been installed and before any underfloor insulation has been installed.

Exterior Sheathing - Required shear panel and brace panel nailing, connections to foundation and straps. All prior to covering.

Exterior Lath (stucco wire) - After all lathing and backing and weep screed is in place.

Frame - After the roof is on and the exterior has been enclosed; framing, fire blocking and bracing is in place; and all pipes, chimneys, plumbing and heating vents and electrical wiring are complete.

Electrical - All electrical wiring must be inspected and approved before any wiring is covered up. All fixtures must be inspected and approved at final inspection.

Sheet Metal - All flues, vents, heating ducts and chimneys must be inspected and approved after installation and before they are covered up.

Insulation - After framing is approved, attic eave vents are baffled, insulation is installed, window and door frames are caulked and sealed, and plate penetrations fire stopped and caulked.

Sheetrock - After all sheetrock has been installed and corner materials have been affixed, and prior to any taping.

Shower Pan - The inspection is made after the pan is framed and hot-mopped or other approved shower pan lining material has been installed. Test must include complete drain connections and includes removal of the drain plug to verify that the weep holes are working.

Gas Test - Gas piping including extensions to existing systems must be subjected to a pressure test and approved before the test gauge is removed. The minimum initial test pressure is 15 lbs. The test must be conducted after the sheetrock is installed. All gas appliances installed on a gas system must be inspected and approved.

Reroofing - All reroofs require “in-progress” and final inspections.

Final - After finish grading and the building is completed and ready to occupy. If there are requirements or

conditions associated with other departments or divisions it is wise to contact those entities prior to calling for final inspection.

The telephone number to request inspection is (650) 616-7076, or 7076 during normal business hours.

The approved "Job Copy" of the plans and the "Job sign-off sheet" must be on-site and available to the inspector at the time of the inspection. If the approved plans the job may be considered not for inspection, causing a delay in your project.

If you have a question regarding a specific inspection, the inspectors are available in the office: 8:00 - 9:00 a.m. and 4:00 - 5:00 p.m., Monday through Friday.